

# CIMS HOW TO:

## Approve a SAAR as the Supervisor

4 OCT 2013



**Navy Standard Integrated Personnel System**





# Approve a SAAR as the Supervisor



## NSIPS - System Access Authorization Request (SAAR) Validation

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You are receiving this email because you were identified as a Supervisor for [REDACTED] requesting an NSIPS account.

If you think you received this Email by mistake, please forward this email to [NSIPSHelpdesk@navy.mil](mailto:NSIPSHelpdesk@navy.mil).

Due to ongoing Information Assurance requirements, this validation request no longer supports embedded hyperlinks. Please go to the NSIPS home page and click the New User SAAR Validation (Supervisor) link.

You will require the following Confirmation Code to validate account requests: **l1zaWfPfQF4gB9rsmU2F2weoWEXh0PAd**

### NOTE:

A valid DoD CAC is required in-order to access the link specified in the email.

If you DO NOT have a valid CAC or if you are unable to present your CAC to the application, please forward this email to the NSIPS Help Desk at [NSIPSHelpdesk@navy.mil](mailto:NSIPSHelpdesk@navy.mil)

- The Supervisor will receive an email similar to this.
- Highlight and copy the code in the email

# Approve a SAAR as the Supervisor



Navy Standard Integrated Personnel System

System Status: **Online**

Thursday, April 24

**DoD CAC Authentication**

 Logon

This system contains For Official Use Only (FOUO) information that is Privacy Act Sensitive and must be appropriately marked and protected per DoDM 5200.01-V4, February 24, 2012. Any application web page that is marked "FOUO Privacy Sensitive" at the top of the screen contains Sensitive Privacy Act Information and must be further marked if printed, electronically transmitted, or electronically stored outside the application.

- For printouts, "FOUO Privacy Sensitive" must be marked at the bottom of each page.
- For electronically transmitted messages, subject line shall contain "FOUO Privacy Sensitive" or if the information is an attachment "FOUO Privacy Sensitive Attachment".
- For electronically stored information, including message text and files attached to messages, the information must be marked "FOUO Privacy Sensitive" at the beginning and end of the FOUO text. If stored on physical media, the media must be marked "FOUO Privacy Sensitive".

**System Access Authorization Request (SAAR)**

- » [New Users \(NSIPS, ESR, CIMS, Web Ad Hoc\)](#)
- » [NSIPS Self-Service \(New Users\)](#)
- » [NSIPS Self-Service \(Unlock\)](#)
- » [New User SAAR Validation \(Supervisor\)](#)

**User Information**

- » [NSIPS Data Marking and Protection Policy 13 Apr 2012](#)
- » [ESR Self-Service Login Instructions](#)
- » [Civilian Employer Information \(CEI\) Login Instructions](#)
- » [Create ESR View Only Account Instructions](#)
- » [ESR Self-Service Desk Guide](#)
- » [ESR Frequently Asked Questions \(FAQ\)](#)

**Training**

- » [E-Leave Job Performance Aids \(JPA\)](#)
- » [Pers/Pay Job Performance Aids \(JPA\)](#)
- » [Command Job Performance Aids \(JPA\)](#)

Menu

# Approve a SAAR as the Supervisor



## NSIPS SAAR Review/Verification Process

### Code

Please enter the Confirmation Code received in the Email and Click on the Button "Confirm" to start the Process.

Code:

Confirm

### Supervisor Details

Please enter your details in the Section provided below and click on the "Submit" button those specified in the SAAR Form.

Name:

Email Id:

Phone:

SUBMIT

-Paste the Code from the email and click "Confirm".

-Ensure you put your information in just how it was submitted. If it is not done correctly the line will highlight red.

# Approve a SAAR as the Supervisor



## System Access Authorization Request - (SAAR)

**Create New User Account - CIMS Department/Division Career Counselor** [VIEW PRIVACY STATEMENT](#)

**Operator Attributes**

User ID: [REDACTED]

Empl ID: [REDACTED] Justification

Department: 55882 MIL COMMUNITY MGMT MILL TN

Rank/Rate: NCC

Account Type: Military

Telephone:

Email Address:   
Official Email Address

**UIC Access**

CIMS UIC Access

**Supervisor Details - SAAR Form**

Name:   
(Last, First Middle)

Email Id:   
Official Email Address

Contact Phone:

-Verify all information is correct and the proper justification has been entered.

- Click the submit button.

# Approve a SAAR as the Supervisor



## System Access Authorization Request - (SAAR)

Create New User Account - NRMS (Fleet/Command)

[VIEW PRIVACY STATEMENT](#)

### Operator Attributes

User ID: [REDACTED]  
Name: [REDACTED]   
Department: [REDACTED] MIL COMMUNITY MGMT MILL TN  
Rank/Rate: NCC  
Account Type: Military  
Telephone:   
Email Address:   
Official Email Address

### Navy Retention Monitoring System

Fleet Access  CCC Access

### Supervisor Details - SAAR Form

Name:   
(Last,First Middle)  
Email Id:   
Official Email Address  
Contact Phone:

- Verify all information is correct and the proper justification has been entered.
- Click the submit button.



# Approve a SAAR as the Supervisor



## Route SAAR for Final Approval

Function Manager - Details

Select	Name	UIC	Command	Role Name
<input type="checkbox"/>	CIMS Super FAM Primary	62980	COMNAVPERSCOM MILLINGTON TN	Man Power & Personnel FAM
<input type="checkbox"/>	CIMS Super FAM Secondary	62980	COMNAVPERSCOM MILLINGTON TN	Man Power & Personnel FAM

### Note:

Operator(s) displayed in this style are the Manpower & Personnel FAM(s)/ISSO(s)/NAM(s) and transactions can be routed to them if there are no Local FAM(s)/ISSO(s)/NAM(s) set-up for your Activity.

- Select CIMS Super FAM Primary and click "OK"

OK Cancel



# Approve a SAAR as the Supervisor



- An email will be sent to you and to your Supervisor. Once your Supervisor approves it, a notification will be sent to you via email. After being finalized from the CIMS Super FAM Primary, a 3<sup>rd</sup> notification will be sent with the status of access granted or denied.
- Questions please call NCC(SW/AW) Chris Kinstle- 901-874-2533 or email [christopher.kinstle@navy.mil](mailto:christopher.kinstle@navy.mil)